

Fédération internationale
des archives du film

International Federation
of Film Archives

Federación Internacional
de Archivos Fílmicos



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FIAF Affiliation Application

Instructions and guidelines:

- Complete every field in the application form below and provide all supplemental required materials listed in Section 3 prior to final submission.
- All information and details regarding affiliation requirements and eligibility may be found in Rules 2 to 12 of FIAF's Statutes and Internal Rules available on the FIAF Website.
- Please note that the official languages of FIAF are French, English and Spanish (Statutes, Article 28). In the event that your institution's language is not one of these three languages, please ensure that all of your documents in your final application package are translated into one of these languages prior to submission.
- If you find it necessary, please expand your comments on the application form itself or in an attached separate document.
- If you have questions or need further assistance, please contact the FIAF Secretariat at info@fiafnet.org
- Please note that all information listed on Page 1 of this affiliation application will be shared with FIAF-affiliated institutions in your institution's base country.

Section 1: Applicant institution and contact name

Please type all answers or write clearly IN CAPITAL LETTERS using black ink.

Your name:	
Your position in your institution:	
Institution's name and abbreviation or acronym (if used):	
Parent organization's name (if applicable):	
Address:	
Telephone number:	
Fax number:	
E-mail address:	

Section 2: Reason for applying to join FIAF

In the space below, please briefly state why your institution wants to join FIAF. What is the advantage for your institution of being affiliated with FIAF? What can the Federation offer your institution, and what will your institution bring to FIAF?

Section 3: Supporting documents required

Using the checklist below, please make sure that you have provided all of the supporting documents required by Rules 2 and 12. All documents must be included in the application package in order for the application to be properly considered.

- A copy of the deed of foundation of your institution *
- A copy of the statutes and rules of your institution *
- A formal commitment to adhere to the Statutes and Rules of FIAF, via a letter from the applicant to the FIAF Secretary General
- A description of your activities (where necessary to supplement information given elsewhere in this application)
- Detailed information on the main sources of your institution's funding and a copy of your last annual budget sheet **
- Yearly budget of your institution (average of the last 5 years, see Q.6 for more details on budgets)
- An official letter from the authorities/parent organization to the FIAF Secretary-General, addressed to the FIAF Secretariat (if applicable)
- A statement of collaboration with any existing FIAF affiliates in your country and, if possible, a letter of support from one or more of these affiliates
- A copy of your institution's collection policy (if applicable)
- A chart illustrating and explaining the internal structure of your institution and its relations to any parent organization (note that this document is not listed in the rules)

** In asking for a copy of the Deed of Foundation and the internal statutes and rules of your institution, FIAF is seeking to test the status of your application against the Federation's requirements that affiliates be autonomous and that they should not operate for profit. If your institution does not have the precise documents named, you should provide other evidence that will satisfy the Federation on these issues.*

*** In asking for evidence of your institution's main sources of funding and a sight of its budget sheet, FIAF is again seeking to establish the scale of any commercial activities by your institution, and also to discover what proportion of your annual expenditure is committed to various archival activities, principally preservation. If this information is not apparent from the documents which you have submitted, please supply an additional statement.*

Section 4: History and structure of the institution

Q.1: When was your institution founded?

Q.2: What is the legal status of your institution? (e.g. governmental organization, foundation, association, university or museum department, division of a national archive, etc.)

Q.3: If your answer to Question 2 indicates that your institution is a division or part of a larger institution or parent organization, give the full name of that body and explain the relationship. (Use a separate page if necessary)

Q.4: What is the official purpose of your institution?

Q.5a: What is the current annual budget of your institution? (please specify US\$ or €)
(This figure should take into account all resources available for "standard" film archive activities, such as the acquisition, preservation, cataloguing and documentation of, and access to films and film-related documents, and related activities such as exhibitions, educational and publishing activities, etc.)

Q.5b: How many employees (full-time equivalent) does your institution have?

Q.6: Does your institution have relations with film institutions and organizations or other professional associations in your country? Please provide a list in the space below or on a separate page if necessary, indicating the nature of your relationship.

Section 5: Archival activities of your institution

Q.7: How large is the collection of film held by your institution? Give your current estimate of its total size using one or more of the methods indicated - note clearly which measure you are using.

FILM

Total length:

Number of titles:

Number of cans/reels:

DIGITAL

Number of titles:

Number of hours:

Number of titles digitized as DCPs:

Number of digitized titles in SD or HD transfers:

Number of digital copies on other video formats:

Q.8: What proportions of your collection belong to the following genres or types of film?

Feature Films

Short Films

Documentary Films

Animation

News or Record Films

"Home movies"

Other (please describe)

TOTAL

100%

Q.9: What percentage of your collection are:

Negatives

Prints

Nitrate Film

Safety Film

35mm

16mm

other gauges

DCPs

other digital

Q.10: How important is your collection to the preservation of the film heritage of your country? Points to consider include the proportion of national film heritage held under the control of your institution; whether or not you hold master material on some or all of these films; whether you have some specialist responsibility within an overall national framework, etc. *(Please argue your case in the space below or on a separate page if necessary.)*

Q.11: Which of the following preservation and access activities are practised by your institution? Place a check in the box when appropriate.

Access:

- On-site viewing Loan of prints Sales
 Online access through digital streaming

Preservation:

- Film to film preservation: Creation of new elements
 Film to film preservation: Creation of new access prints
 Digital reformatting for preservation

Q.12: Does your institution collect video formats? If so, please estimate the quantity in each of the following categories:

Original productions on professional standard tape	
Original rushes and other pre-production material	
Domestic-standard videotape reference copies of films	

Q.13a: Type of acquisition:

Purchases	
Donations/gifts	
Voluntary deposits (producers, rights-holders, collectors...)	
Legal deposit or contractual deposit	
Total 100%	

Q.13 b: Does your institution have a standard policy of deposit agreement with depositors and rights owners of the films deposited for preservation in your institution? If yes, how many contracts have you signed to date?

Q.14: Does your institution collect film related material? If so, please estimate the size of your collection in each of the following categories

Books		Video formats	
Periodicals		Posters	
CD-ROMs		Advertising material	
Newspaper clippings		Recorded film music	
Original scripts		Oral history interviews	
Published scripts		Other audio material	
Production notes, etc.		Film stills	
Censorship documents		Sets and designs	
Music scores		Animation drawings	
Costumes		Cameras/apparatus	
DVD/Blu-ray/Laserdisc		Memorabilia	

Please describe any other collection which you wish to mention. Explain your relationship to any collection maintained in another organisation, or in another part of your own institution (for example, a separate but associated documentation centre, museum etc.)

Q.15: Which of the following types of outreach, public engagement or scholarship are practised on a regular basis by your institution? (Give details or describe other activities on a separate page, or attach examples, if you wish.)

Public screenings		Research	
Education (lectures etc.)		Film museum	
Publications		Exhibitions	

YES NO

- Q.16: Does your institution have its own cinema? YES NO
- Q.17: Does your institution have its own film storage vaults? YES NO
- Q.18: Does your institution have its own laboratory? YES NO
- Q.19: Does your institution engage in restoration work? YES NO

Where you have answered "YES" to any of the above questions, please give details of your facilities and activities in the space below or on a separate page. Describe technical facilities in full: e.g. capacity of, temperature and humidity control in your storage vaults; nature of projection equipment, etc.

[Empty text box for details of facilities and activities]

Q.20: Does your institution have regular contacts with FIAF-affiliated institution?

Q.21: If you answered YES to the previous question, what kind of contact have you had?

- Exchange of prints
- Loan of prints
- Exchange of documentation
- Loan of documentation
- Research
- Joint publications
- Joint productions
- Exchange of staff

Please give details of some examples of these or other forms of contact you have had, naming the FIAF archive which was your partner in them.

[Empty text box for examples of contact]

Q.21b: Does your Institution have an editorial/publication policy? Books DVD/Blu-ray

Q.21c: Does your Institution publish works from your collection online?

As adherence to the Code of Ethics is now an essential qualification for affiliation to FIAF, this application will not be treated as complete unless the following declaration is signed by someone who has authority to make such a commitment on behalf of the institution:

I formally undertake that, as a candidate for affiliation to FIAF, the institution named in this application and its staff accept to be bound in all their official activities by the Code of Ethics of the Federation.

[Empty text box for name of applicant]

Name of the person filling out application

[Empty text box for name of head of institution]

Name of the Head of the institution applying for FIAF affiliation (if different)

[Empty text box for title of applicant]

Title

Date

[Empty text box for title of head of institution]

Title

Date

[Empty text box for signature of applicant]

Signature

[Empty text box for signature of head of institution]

Signature